

## **REQUESTING TENANCY APPROVAL [Form HUD-52517]**

After the family is issued a voucher, the family must locate an eligible unit, with an owner or landlord willing to participate in the voucher program. Once a family finds a suitable unit and the owner is willing to lease the unit under the program, the owner and the family must request the WHC to approve the assisted tenancy in the selected unit.

The owner and the family must submit two documents to the WHC:

- Completed Request for Tenancy Approval (RTA) – Form HUD-52517
- Copy of the proposed lease, including the HUD-prescribed Tenancy Addendum – Form HUD-52641-A

The RTA contains important information about the rental unit selected by the family, including the unit address, number of bedrooms, structure type, year constructed, utilities included in the rent, and the requested beginning date of the lease, necessary for the WHC to determine whether to approve the assisted tenancy in this unit.

Owners must certify to the most recent amount of rent charged for the unit and provide an explanation for any difference between the prior rent and the proposed rent.

Owners must certify that they are not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the WHC has granted a request for reasonable accommodation for a person with disabilities who is a member of the tenant household.

For units constructed prior to 1978, owners must either 1) certify that the unit, common areas, and exterior have been found to be free of lead-based paint by a certified inspector; or 2) attach a lead-based paint disclosure statement.

Both the RTA and the proposed lease must be submitted no later than the expiration date stated on the voucher. [HCV GB p.8-15].

### WHC Policy

The RTA must be signed by both the family and the owner.

The owner may submit the RTA on behalf of the family.

Completed RTA (including the proposed dwelling lease) must be submitted as hard copies, in-person, by mail, by fax or email.

The family may not submit, and the WHC will not process, more than one (1) RTA at a time.

When the family submits the RTA the WHC will review the RTA for completeness.

If the RTA is incomplete (including lack of signature by family, owner, or both), or if the dwelling lease is not submitted with the RTA, the WHC will notify the family and the owner of the deficiencies.

Missing information and/or missing documents will only be accepted as hard copies; in-person, by mail, by fax or email. The WHC will accept missing information over the phone, but the coordinator must document the date, time and from whom the information was obtained to avoid delays. This information must still be supported by hard-copy to be acceptable.

When the family submits the RTA and proposed lease, the WHC will also review the terms of the RTA for consistency with the terms of the proposed lease.

If the terms of the RTA are not consistent with the terms of the proposed lease, the WHC will notify the family and the owner of the discrepancies.

Corrections to the terms of the RTA and/or the proposed lease will only be accepted as hard copies; in-person, by mail, e-mail or by fax. The WHC will not accept corrections to the lease by phone.

Because of the time sensitive nature of the tenancy approval process, the WHC will attempt to communicate with the owner and family by phone, fax, or email. The WHC will use mail when the parties can't be reached by phone, fax, or email.